

17 JUL 1956

MEMORANDUM FOR: Assistant Deputy Director (Support)

SUBJECT: Proposed [REDACTED] Policy; Separation [REDACTED] 25X1A  
and [REDACTED]  
tions, Employment Review Board

REFERENCE: Memorandum to the Director of Personnel from the DD/S,  
dated 30 June 1956, subject: Procedure for Processing  
Regulation Material

1. Attached for your review in accordance with referenced memorandum are drafts of subject changes.

a. Description

25X1A

These amendments reflect Agency policy announced in paragraph 5d of [REDACTED], General Separation Actions (now with the Regulations Control Staff for final Agency coordination) that the Director of Central Intelligence, utilizing Section 102(c) of the National Security Act of 1947, as amended, may separate an individual whose performance has been judged to be mediocre.

b. Origin

Originated by the Office of Personnel, based on recommendations of the Inspector General contained in his memorandum of 24 February 1956 to the Deputy Director of Central Intelligence.

c. Justification

25X1A

The amendments to [REDACTED] are needed to consistently reflect the policy of separation for mediocre performance, since these regulations are concerned with the processes of warning individuals of inadequate services and of terminating them in the event of continued inadequate service. The amendment to [REDACTED] emphasizes that the functions of an Employment Review Board also include advising the Director of Central Intelligence with respect to the use of his authority contained in Section 102(c) of the National Security Act of 1947, as amended, relating to separation for mediocre performance.

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Proposed Amendments to [REDACTED]

25X1A

25X1A Paragraph 3a(6) of [REDACTED] should be amended as follows:

"Separating those individuals who do not perform effectively or whose services are no longer required. While all Agency personnel are subject to the Director's authority to terminate their employment when necessary or advisable in the interest of the United States (Section 102(c), National Security Act of 1947, as amended), the Agency shall accord employees as many rights and privileges to which they are entitled by virtue of their employment as are not inconsistent with the national interest."

25X1A Paragraph 3a(6) of [REDACTED] should be amended as follows:

"Separating those individuals who do not perform effectively or whose services are no longer required. While all Organization personnel are subject to the authority of Chief, KUBARK, to terminate their employment when necessary or advisable in the interest of our country, the Organization shall accord employees as many rights and privileges to which they are entitled by virtue of their employment as are not inconsistent with the interests of our country."

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Proposed amendments to [REDACTED]

25X1A

Paragraph 6, including the title, of [REDACTED] be revised as follows:

**"6. REPORTS OF INADEQUATE SERVICE**

A Fitness Report expressing the opinion that an employee should be separated or judging his performance mediocre or unsatisfactory will be accompanied by a copy of a warning memorandum notifying him of his deficiencies in performance. The warning memorandum will be prepared with the advice and assistance of the Office of Personnel in accordance with the procedures indicated in [REDACTED] General Separation Actions."

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Paragraph 6, including the title, of [REDACTED] should be revised as follows:

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**"6. REPORTS OF INADEQUATE SERVICE**

- a. A Fitness Report expressing the opinion that an employee should be separated or judging his performance mediocre or unsatisfactory will be accompanied by a copy of a warning memorandum notifying the employee of his deficiencies in performance. Supervisors will advise headquarters, through normal channels, when such a memorandum is considered necessary, and headquarters will provide advice and assistance in its preparation.
- b. Administrative action to demote or separate an employee for inadequate service may be taken only by headquarters. Generally, such action will be taken only after the employee has been returned to headquarters."

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25X1A SUBJECT: [REDACTED] Personnel Policy; R and  
[REDACTED] Separations, Employ-  
ment Review Board

- d. Scope of Interest  
General interest throughout the Agency.

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2. Since [REDACTED] General Separation Actions, has already received preliminary Agency coordination, and is now with the Regulations Control Staff for final coordination, it is recommended that these supplementary amendments to related regulations be processed as soon as possible.

15/ VRT  
✓ Harrison G. Reynolds  
Director of Personnel

Attachments

Distribution:

- 0 & 1 - Addressee
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OP/PS/[REDACTED]:v1 (11 July 56)  
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Proposed Amendments to [REDACTED]

25X1A

25X1A

Paragraph 2 of [REDACTED] should be revised as follows:

"2. EMPLOYMENT REVIEW BOARD

The Director may appoint an Employment Review Board to advise him concerning any particular case, including cases arising under the provisions of paragraph 5d of [REDACTED], General 25X1A Separation Actions, relating to separation for mediocre performance."

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